

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
March 19, 2015

SUBJECT: Amendment to Design Review of the proposed Memory Care Facility (MCU)
at 23000 Horizon Drive

FILE: PA-15-10

ATTENDEES: Applicants: Tim Hazen, Jon Allender, Kevin Saxton
Staff: Peter Spir, Associate Planner

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 23000 Horizon Drive
Tax Not No.: Tax lot 100 of Assessor's Map 21E35B
Site Area: 4.46 acres
Neighborhood: Savannah Oaks
Comp. Plan: Medium-high density residential
Zoning: R-3 (3,000 square foot minimum lot size)
Applicable code: CDC Chapter 55: Design Review (Class I)

Project Details: The applicant proposes to modify the MCU design which was approved in 2009 as part of a Conditional Use Permit and Design Review application and subsequently vested. Modifications to approved conditional uses only require design review approval per 60.070(B). The Design Review Amendment process is explained in CDC 55.050. Per 55.020(A) (3) the design changes require only a Class I Design Review so long as there is less than a five percent increase or decrease in square footage. The proposed change (additional second floor dormers) constitutes less than a five percent increase in the building envelope/mass with no expansion of the building footprint.

TVFR Comments

Contact Ty Darby from Tualatin Valley Fire and Rescue (TVF&R) at ty.darby@tvfr.com for their requirements.

Process

For the Design Review Amendment, address the submittal requirements of 55.070(D) (1) (b) (c) and provide responses to the approval criteria of 55.090 (A) (2), which subsequently references 55.100 (B)(5-6). There is a fee of \$2,100.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver. No neighborhood meeting is required per CDC 99.038.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, the Planning Manager will effect public notice and invite public comment followed by the Planning Manager's decision. The decision is appealable to City Council by persons with standing.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***